

# **Establishment—full-time equivalent staff (paid) (administrative and clerical staff), average N[NNN{.N}]**

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# Establishment—full-time equivalent staff (paid) (administrative and clerical staff), average N[NNN{.N}]

## Identifying and definitional attributes

Metadata item type:	Data Element
Short name:	Full-time equivalent staff—administrative and clerical staff
METEOR identifier:	270496
Registration status:	<a href="#">Health</a> , Superseded 16/01/2020
Definition:	The average number of full-time equivalent staff units paid for all <a href="#">administrative and clerical staff</a> within an establishment.
Data Element Concept:	<a href="#">Establishment—full-time equivalent staff (paid) (administrative and clerical staff)</a>
Value Domain:	<a href="#">Average full-time equivalent staff N[NNN{.N}]</a>

## Value domain attributes

## Representational attributes

Representation class:	Average
Data type:	Number
Format:	N[NNN{.N}]
Maximum character length:	5
Unit of measure:	Full-time equivalent (FTE) staff

## Data element attributes

## Collection and usage attributes

Guide for use:	<p>Staff engaged in administrative and clerical duties. Medical staff and nursing staff, diagnostic and health professionals and any domestic staff primarily or partly engaged in administrative and clerical duties are excluded. Civil engineers and computing staff are included in this metadata item.</p> <p>The average is to be calculated from pay period figures. The length of the pay period is assumed to be a fortnight.</p> <p>If under the relevant award of agreement a full-time employee is paid for an 80 (ordinary time) hour fortnight, the full-time equivalent for a part-time employee who works 64 hours is 0.8. If a full-time employee under the same award is paid for a 100 hours for that fortnight (20 hours overtime), then the full-time equivalent is 100 divided by 80 = 1.25.</p> <p>Data on full-time equivalent staffing numbers by category should be consistent with data on salaries and wages by staffing category. If the full-time equivalent for contract staff is not collected then salaries for those contract staff should be included in other recurrent expenditure data items.</p> <p>Where staff provide services to more than one establishment, full-time equivalent staff members should be apportioned between all establishments to which services are provided on the basis of hours paid for in each (salary costs should be apportioned on the same basis).</p>
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**Comments:** This metadata item was amended during 1996-97. Until then, both average and end of year counts of full-time equivalent staff were included, and the end of year counts used as surrogates for the average counts if the latter were unavailable. The average count is more useful for accurate analysis of staffing inputs for establishment outputs and for assessments and comparisons of labour costs.

## Source and reference attributes

**Origin:** National Health Data Committee

## Relational attributes

**Related metadata references:** Has been superseded by [Establishment—full-time equivalent staff \(paid\) \(administrative and clerical staff\), average NNNN.NN](#)  
[Health](#), Standard 16/01/2020

Is used in the formation of [Establishment \(mental health\)—full-time equivalent staff \(paid\), total N\[NNN{.N}\]](#)  
[Health](#), Retired 11/04/2014

Is re-engineered from  [Full-time equivalent staff, version 2, Derived DE, NHDD, NHIMG, Superseded 01/03/2005.pdf](#) (17.9 KB)  
*No registration status*

**Implementation in Data Set Specifications:** [Mental health establishments NMDS 2005-06](#)  
[Health](#), Superseded 07/12/2005

**Implementation start date:** 01/07/2005

[Mental health establishments NMDS 2005-06](#)  
[Health](#), Superseded 21/03/2006

**Implementation start date:** 01/07/2005

**Implementation end date:** 30/06/2006

**DSS specific information:**

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDS 2006-07](#)

[Health](#), Superseded 23/10/2006

**Implementation start date:** 01/07/2006

**Implementation end date:** 30/06/2007

**DSS specific information:**

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDS 2007-08](#)

[Health](#), Superseded 05/02/2008

**Implementation start date:** 01/07/2007

**Implementation end date:** 30/06/2008

**DSS specific information:**

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDS 2008-09](#)

[Health](#), Superseded 03/12/2008

**Implementation start date:** 01/07/2008

**Implementation end date:** 30/06/2009

**DSS specific information:**

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and

specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDs 2009-10](#)

[Health](#), Superseded 02/12/2009

**Implementation start date:** 01/07/2009

**Implementation end date:** 30/06/2010

**DSS specific information:**

For the Mental health establishments national minimum data set reporting of this data element is optional for non-government residential mental health services and specialised mental health services provided by private hospitals that receive state or territory government funding.

[Mental health establishments NMDs 2010-11](#)

[Health](#), Superseded 01/12/2010

**Implementation start date:** 01/07/2010

**Implementation end date:** 30/06/2011

[Mental health establishments NMDs 2011-12](#)

[Health](#), Superseded 07/12/2011

**Implementation start date:** 01/07/2011

**Implementation end date:** 30/06/2012

[Mental health establishments NMDs 2012-13](#)

[Health](#), Superseded 07/02/2013

**Implementation start date:** 01/07/2012

**Implementation end date:** 30/06/2013

[Mental health establishments NMDs 2013-14](#)

[Health](#), Superseded 07/03/2014

**Implementation start date:** 01/07/2013

**Implementation end date:** 30/06/2014

[Mental health establishments NMDs 2014-15](#)

[Health](#), Superseded 13/11/2014

**Implementation start date:** 01/07/2014

**Implementation end date:** 30/06/2015

[Mental health establishments NMDs 2015-16](#)

[Health](#), Superseded 04/09/2015

**Implementation start date:** 01/07/2015

**Implementation end date:** 30/06/2016

[Mental health establishments NMDs 2016-17](#)

[Health](#), Superseded 17/08/2017

**Implementation start date:** 01/07/2016

**Implementation end date:** 30/06/2017

[Mental health establishments NMDs 2017-18](#)

[Health](#), Superseded 25/01/2018

**Implementation start date:** 01/07/2017

**Implementation end date:** 30/06/2018

[Mental health establishments NMDs 2018-19](#)

[Health](#), Superseded 12/12/2018

**Implementation start date:** 01/07/2018

**Implementation end date:** 30/06/2019

[Mental health establishments NMDs 2019-20](#)

[Health](#), Superseded 16/01/2020

**Implementation start date:** 01/07/2019

**Implementation end date:** 30/06/2020

[Public hospital establishments NMDs](#)

[Health](#), Superseded 21/03/2006

**Implementation start date:** 01/07/2005

**Implementation end date:** 30/06/2006

[Public hospital establishments NMDs](#)

[Health](#), Superseded 23/10/2006

**Implementation start date:** 01/07/2006

**Implementation end date:** 30/06/2007

[Public hospital establishments NMDS 2007-08](#)

[Health](#), Superseded 05/02/2008

**Implementation start date:** 01/07/2007

**Implementation end date:** 30/06/2008

[Public hospital establishments NMDS 2008-09](#)

[Health](#), Superseded 03/12/2008

**Implementation start date:** 01/07/2008

**Implementation end date:** 30/06/2009

[Public hospital establishments NMDS 2009-10](#)

[Health](#), Superseded 05/01/2010

**Implementation start date:** 01/07/2009

[Public hospital establishments NMDS 2010-11](#)

[Health](#), Superseded 18/01/2011

**Implementation start date:** 01/07/2010

**Implementation end date:** 30/06/2011

[Public hospital establishments NMDS 2011-12](#)

[Health](#), Superseded 07/12/2011

**Implementation start date:** 01/07/2011

**Implementation end date:** 30/06/2012

[Public hospital establishments NMDS 2012-13](#)

[Health](#), Superseded 07/02/2013

**Implementation start date:** 01/07/2012

**Implementation end date:** 30/06/2013

[Public hospital establishments NMDS 2013-14](#)

[Health](#), Superseded 11/04/2014

**Implementation start date:** 01/07/2013

**Implementation end date:** 30/06/2014